

**ADVISORY COMMITTEE TO THE OFFICE OF THE VICTIM ADVOCATE**  
**Minutes**  
**FOR**  
**Monday, September 10, 2012 MEETING**  
**Garfield Meeting Room**  
**Fifth Floor, 18-20 Trinity St. Hartford, CT 06106**

*Members Present:* Mike Lawlor, Emily Landers & Brenda Jones Barnes

**I. Welcome**

The meeting was called to order at 9:28 a.m. Also present were David L. Guay, Executive Administrator, Office of Government Accountability; Debra Mainville, Human Resources Specialist, Department of Administrative Services; Martin Anderson, Deputy Commissioner, Department of Administrative Services.

**II. Approve minutes of the August 22, 2012 meeting**

The committee reviewed the draft minutes. A motion was made by Emily Landers to approve the minutes, as submitted and seconded by Brenda Jones Barnes. The minutes were unanimously approved.

**III. Continued discussion of process for preparation and submission to the Governor a list of candidates for appointment of the Victim Advocate pursuant to Public Act 11-48, Section 68**

Chairman Lawlor said the two main goals of the meeting were to approve a job description for the position of Victim Advocate, and to finalize a deadline for the receipt of applications. Chairman Lawlor explained the three remaining appointments needed to be made by House Majority Leader, House Minority Leader, and Senate Minority Leader.

Chairman Lawlor said the only requirement of the job description is to be an attorney with four years experience.

Executive Administrator Guay asked about whether the attorney would be required to be admitted to the State of Connecticut. Chairman Lawlor said no. It's possible for attorneys in other states to be admitted into Connecticut, if necessary.

Deputy Commissioner Anderson said the application needs to be updated to reflect changes in compensation.

The committee discussed the specifics of “professional experience” and requirements. Martin Anderson replied based off his knowledge of the 2011 statutes (Section 46A-13B) that the appointee must have knowledge of victim’s rights and services beyond the basic legal structure.

Chairman Lawlor stated the previous application form could act as a template, but that there are some adjustments, including salary, budget and the committee size.

Chairman Lawlor moved the discussion to job responsibilities to be listed in the application. He asked for input on additions or changes.

Deputy Commissioner Martin Anderson suggested a line to state the Victim Advocate will also serve as chief executive of the office and given the responsibility for the formulation and execution of their budget, staffing needs, and operating expenses within the Office of Governmental Accountability.

The committee discussed the timeline and agreed to meet again by conference call within the next two weeks and to approve the job description and timeline. A late October deadline was suggested by Chairman Lawlor.

The committee discussed advertising the position on the website of the Office of the Governor, Office of the Victim Advocate and with national crime victims’ organizations.

Chairman Lawlor discussed receiving applications and the preference of the committee. The committee agreed that email was the preferred method, but fax and hard copy delivery would be accepted.

Chairman Lawlor asked the preference of the committee, whether the applications should be limited to email. The committee agreed that email was the preferred method, but fax and hard copy delivery would also be acceptable.

#### **IV. Approval of job description and outreach/advertisement plan.**

The committee took no action

- V. **Set future meeting dates** - The chair will call a meeting by conference call within the next two weeks.